



Gerard McGrath & Associates Pty. Ltd. T/A

Gerard McGrath Quality Accounting

A.C. N. 004 005 136 A.B.N. 93 004 005 136

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BUSINESS ACTIVITY STATEMENT "BAS" CHECKLIST

Business Name: _____

ABN/Tax File No.: _____

Client's Name: _____ **Phone No.:** _____

Client's Email: _____

YES/NO	Comments
_____	Business Activity Statement _____
_____	Computer Print Outs (Tax Summary) _____
_____	Computer Back-up Disk _____
_____	Computer Program Version _____
_____	Cash Book _____
_____	Goods paid from cash (<i>receipts attached</i>) _____
_____	Business Bank Accounts/Bank Statements (<i>Stmt's attached</i>) _____
_____	Bank Reconciliations (<i>Reconciliation attached</i>) _____
_____	Cheque/Deposit Books _____
_____	Credit Card Stmts (<i>Visa/ MasterCard/Bankcard</i>) _____
_____	Barter Card, American Exp Stmt _____
_____	Capital Items Purchased/Sold (<i>invoice attached</i>) _____
_____	New Leases/Hire Purchase/Chattel Mortgage's (<i>documents attached</i>) _____
_____	Wages _____

Accountant: _____ **Date:** _____

Accountant Notes: _____
